

RESOLUTIONS AND COMMITTEE ACTIONS

APPENDIX

RESOLUTIONS AND COMMITTEE ACTIONS **(Resolutions and Actions Attached)**

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CIP REVIEW AND APPROVAL PROCESS

The Capital Improvement Plan is updated every two years in a quite lengthy and intensive process. The CIP updating process consists of two phases. The first phase consists of formulating the new draft CIP and the second phase consists of approving the draft CIP through committee reviews.

The first phase begins with Public Works and Finance Department staff reviewing the City's current fund levels and potential future revenues. Public Works staff then categorizes the currently funded CIP projects as either not underway, under design, under construction or completed. Projects not underway are rolled over to the draft CIP project list for reprioritization. Staff then requests additional potential projects from City Council and Department Heads. Staff then compiles a new draft project list that also includes input from all department staff and the public request for projects.

The Executive Team (ET) comprised of the City's Department Heads and the senior staff then rates the proposed draft CIP projects based on an established scoring criteria. The proposed CIP projects are then ranked from highest to lowest cumulative score. The top proposed CIP projects are then reprioritized by the ET based on funding availability and restrictions, safety priorities and realistic scheduling of community and redevelopment needs. The remaining projects are then listed (unranked) as unscheduled projects. Public Works staff then prepares the draft CIP with priorities and funding sources. The ET reviews, modifies and approves a draft FY 2005/2010 CIP. The City Council Budget Committee then reviews, modifies and approves the draft FY 2005/2010 CIP through a series of public workshops prior and during the second phase of updating the CIP.

The second phase of updating the CIP begins with creation of an Environmental Impact Study (EIS) of the draft FY 2005/2010 CIP. Public comment on the EIS is invited. Modifications to the draft FY 2005/2010 CIP based on public comment are incorporated as necessary. The process continues as the Finance Department reviews the draft FY 2005/2010 CIP to ensure the project funding is correct. The Traffic Safety Committee then rates the draft FY 2005/2010 CIP projects in regards to traffic and pedestrian issues. Next the Planning Commission reviews the EIS and draft FY 2005/2010 CIP to be consistent with the General Plan. Finally, the City Council reviews and finalizes the draft FY 2005/2010 CIP. The City Council then approves the EIS and the FY 2005/2010 CIP.

RESOLUTION NO. 35-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLEASANT HILL
APPROVING THE INITIAL STUDY/NEGATIVE DECLARATION FOR THE 2005-2010
CAPITAL IMPROVEMENT PLAN; APPROVING THE 2005-2010 CAPITAL
IMPROVEMENT PLAN; AND AUTHORIZING EXPENDITURES FOR THE FISCAL
YEARS 2004/05 AND 2005/06

WHEREAS, the Public Works Department has submitted the 2005-2010 Capital Improvement Plan (CIP) describing the infrastructure needs and priorities within the City of Pleasant Hill; and

WHEREAS, the City of Pleasant Hill held a duly noticed public hearing on June 7, 2004, to consider the 2005-2010 CIP and the proposed two year budget, at which time any and all members of the public were afforded an opportunity to comment on the Plan; and

WHEREAS, the Planning Commission reviewed on May 11, 2004, the CIP and found it to be consistent with the General Plan and adopted Resolution No. 10-04 recommending issuance of a negative declaration for the CIP with the understanding that individual projects may undergo further review according to the California Environmental Quality Act (CEQA); and

WHEREAS, the City Council wishes to approve the 2005-2010 Capital Improvement Plan and authorize expenditures for the fiscal years 2004/05 and 2005/06.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby certifies and adopts the Initial Study/Negative Declaration for the 2005-2010 CIP based on the following findings:

1. The Negative Declaration and its conclusions reflect the independent judgment of the City Council.

2. The Negative Declaration complies with the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines, and the City's local CEQA Guidelines, and adequately addresses the expected environmental impacts of this project.

3. The City Council finds that there is no substantial evidence supporting a fair argument that the project, with the proposed project specific mitigation and design concepts undertaken, will have a significant adverse effect on the environment.

4. Pursuant to Title XIV, California Code of Regulations ("CCR") Section 753.5(c)(1), the City Council has determined that, after considering the record as a whole, there is no evidence that the proposed project will have the potential for any adverse effect on wildlife resources or the habitat upon which the wildlife depends as defined in Fish and Game Code Section 711.2. Therefore, the payment of Fish and Game Department filing fees is not required in

conjunction with this project. (Fish and Game Code Section, 711.4; Title XIV, CCR Section 735.5(a)(3))

5. The Director of Public Works is directed to file a Notice of Determination with the County Clerk of Contra Costa County in the manner required by law.

BE IT FURTHER RESOLVED, by the City Council of the City of Pleasant as follows:

1. The 2005-2010 CIP, which is on file in the office of the Director of Pubic Works and incorporated herein by reference, is hereby adopted. (A summary of the CIP is attached to this resolution.)
2. The City Manager is authorized to act on behalf of the City and to make expenditures and incur liabilities against all funds as identified in the 2005-2010 CIP for the 2004/05 and 2005/06 fiscal years.

ADOPTED by the City Council of the City of Pleasant Hill at a regular meeting of the Council held on the 21st day of June, 2004, by the following vote:

AYES: Angeli, Durant, Harris, Williamson, Escover

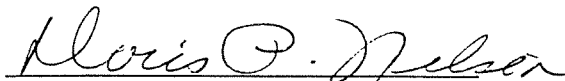
NOES: None

ABSENT: None

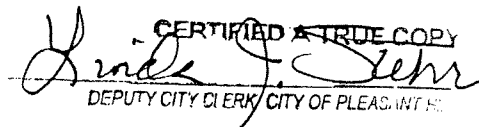


CHARLES C. ESCOVER, Mayor

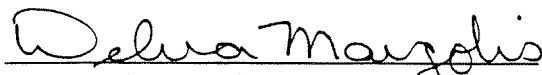
ATTEST:



DORIS P. NILSEN, City Clerk

CERTIFIED TRUE COPY

DEPUTY CITY CLERK, CITY OF PLEASANT HILL

APPROVED AS TO FORM:



DEBRA S. MARGOLIS, City Attorney

2005-2010 CAPITAL IMPROVEMENT PLAN PROJECT BUDGET ALLOCATIONS

Page 1 of 2

PROJECT No.	FUND TYPE	PROJECT NAME	2004/05 (x 1000)	2005/06 (x 1000)	2006/07 (x 1000)	2007/08 (x 1000)	2008/09 (x 1000)	2009/10 (x 1000)	TOTALS (x 1000)
		MAINTENANCE PROJECTS							
M-1	GT	Street Pothole Program	\$150	\$150	\$100	\$100	\$100	\$100	\$700
M-2	MC, TM	Traffic Re-striping Program		\$50		\$40		\$40	\$130
M-3	NPDES	Annual Creek Maintenance Program	\$40	\$40	\$50	\$50	\$50	\$50	\$280
M-4	NPDES	Storm Drain Facilities Maintenance Program	\$50	\$50	\$50	\$50	\$50	\$50	\$300
M-5	- MC	Sidewalk Repair Program		\$85		\$50			\$135
		ROADS AND STREETS							
R-1	GT, MC, GF, TM	Street Resurfacing Program	\$850	\$850	\$500	\$500	\$500	\$500	\$3,700
R-6	RF	W. Hookston Road Widening Improvements		\$145					\$145
		BUILDING FACILITIES							
B-6	NPDES	Discharge City Hall Lake to Sanitary Sewer Facility			\$70				\$70
		DRAINAGE AND STORM WATER							
D-1	MC, GF	Storm Drain Program		\$100					\$100
D-4	GF	Drainage Basin Phase I - Study	\$139						\$139
D-5	GF	Drainage Basin Phase II - USAC Study	\$202	\$269	\$67				\$538
		TECHNOLOGY							
T-1	GF	Finance and Human Resources Software Upgrades			\$120	\$120	\$120	\$120	\$480
T-2	GF	Technology Master Plan Improvements (Document Imaging Project)	\$50	\$50					\$100
T-3	NPDES	GIS Base Map Development	\$150						\$150
			2 YEAR BUDGET 2005-2006		4 YEAR PLAN 2007-2010				

LEGEND:

FUND TYPE : GT= GAS TAX, MC= MEASURE C, GF=GENERAL FUND, RF = REDEVELOPMENT FUNDS

NPDES=NPDES FUNDS, G=GRANT FUNDS, BT=BEDROOM TAX,

2005-2010 CAPITAL IMPROVEMENT PLAN PROJECT BUDGET ALLOCATIONS

Page 2 of 2

PROJECT No.	FUND TYPE	PROJECT NAME	2004/05 (x 1000)	2005/06 (x 1000)	2006/07 (x 1000)	2007/08 (x 1000)	2008/09 (x 1000)	2009/10 (x 1000)	TOTALS (x 1000)
		TRANSPORTATION AND PEDESTRIAN							
TP-1	MC	New Sidewalk Installation Program	\$87			\$150			\$237
TP-2	GT	Traffic Calming Program	\$25	\$25		\$25		\$25	\$100
TP-3	TM	Oak Park Blvd. Improvements Study (Patterson Blvd. to Hook Ave.)			\$35				\$35
TP-5	TM	Buskirk Avenue Improvements			\$1,025				\$1,025
TP-9	MC	Contra Costa Canal Trail Realignment (Golf Club Road/Stubbs Road)				\$60			\$60
		MISCELLANEOUS							
MS-2	G, GF, MC	Golf Club Road Bridge Replacement (GCRBR)				\$1,996			\$1,996
MS-3	G, GF	GCRBR - Water Line Relocation Project		\$55	\$433				\$488
MS-5	GF	Library Phase II	\$80						\$80
MS-6	GT	Rule 20 - Underground Utility Program			\$25				\$25
		NEW PROJECTS							
N-1	GF	Wireless Network for Police Vehicles		\$150					\$150
N-3	TMF,BT	ADA Improvement Plan	\$100	\$100	\$100	\$100	\$100	\$100	\$600
N-4	GF	City Hall Lobby Modifications	\$10						\$10
		RECOMMENDED EXPENDITURES	\$1,933	\$2,119	\$2,575	\$3,241	\$920	\$985	\$11,773
			2 YEAR BUDGET 2005-2006			4 YEAR PLAN 2007-2010			

LEGEND:
FUND TYPE : GT= GAS TAX, MC= MEASURE C, GF=GENERAL FUND, RF = REDEVELOPMENT FUNDS
NPDES=NPDES FUNDS, G=GRANT FUNDS, BT=BEDROOM TAX,

RESOLUTION NO. 10-04

A RESOLUTION OF THE PLANNING COMMISSION, CITY OF PLEASANT HILL,
RECOMMENDING CERTIFICATION AND APPROVAL OF A NEGATIVE DECLARATION
AND THE CAPITAL IMPROVEMENT PLAN (CIP)
FOR THE YEARS 2005-2010

WHEREAS, the City's Public Works Department has prepared a Capital Improvement Plan (CIP) for the years 2005-2010; and

WHEREAS, the General Plan identifies major capital improvement projects and establishes programs and policies for the selection of capital improvement projects; and

WHEREAS, the Planning Commission evaluated the proposed coordinated list of public projects covering Fiscal Years FY 2005-2010, and discussed only projects for FY 2005 and FY2006, to determine consistency with the City's General Plan in accordance with section 65401 of the Government Code; and

WHEREAS, a Draft Initial Study/Negative Declaration was prepared for the project to determine whether the project would have a significant effect on the environment; and

WHEREAS, a Notice of Intent to Issue a Negative Declaration was published on April 27, 2004 in the Contra Costa Times, a newspaper of general circulation in Contra Costa County, and was circulated for public review between April 27, 2004, and May 17, 2004; and

WHEREAS, the Planning Commission reviewed the Initial Study/Negative Declaration and the 2005-2010 CIP at its regularly scheduled meeting of May 11, 2004, where all persons interested therein had an opportunity to appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Pleasant Hill recommends approval and certification of the Initial Study/Negative Declaration, based on the following findings:

1. The Negative Declaration and its conclusions reflect the independent judgment of the Planning Commission.
2. The Negative Declaration is in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the City's local CEQA Guidelines, and adequately addresses the expected environmental impacts of this project.

3. The Planning Commission finds that there is no substantial evidence supporting a fair argument that the project will have a significant adverse effect on the environment.
4. Pursuant to Title XIV, California Code of Regulations (CCR) ' 753.5(c)(1), the Planning Commission has determined that, after considering the record as a whole, there is no evidence that the proposed project will have the potential for any adverse effect on wildlife resources or the habitat upon which the wildlife depends as defined in Fish and Game Code ' 711.2. Therefore, the payment of Fish and Game Department filing fees is not required in conjunction with this project. (Fish & Game Code, ' 711.4; Title XIV, CCR ' 735.5(a)(3).)

BE IT FURTHER RESOLVED that the Planning Commission of the City of Pleasant Hill finds that the projects identified in the 2005-2010 CIP are consistent with the City's General Plan.

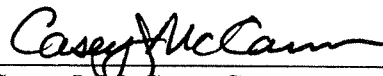
ADOPTED by the Planning Commission, City of Pleasant Hill, on the 11th day of May, 2004, by the following vote:

AYES: Abbott, Fellingner, Giblin, Lombardi, Wallace, Mascaro

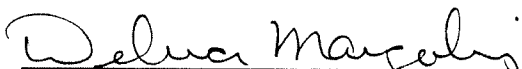
NOES: None

ABSTAIN: None

ABSENT: None

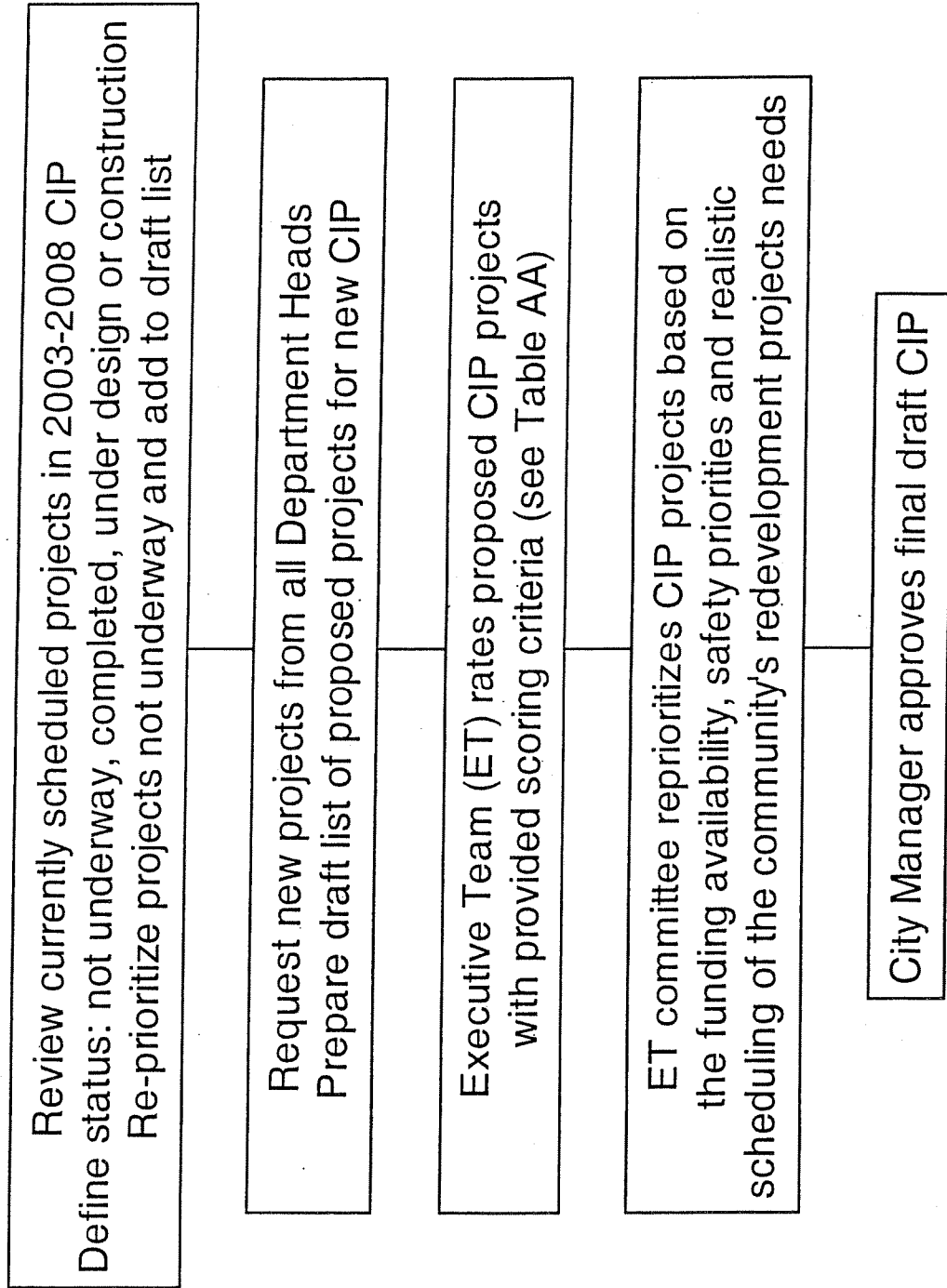

Casey J. McCann, Secretary
Planning Commission

APPROVED AS TO FORM:


DEBRA S. MARGOLIS, City Attorney

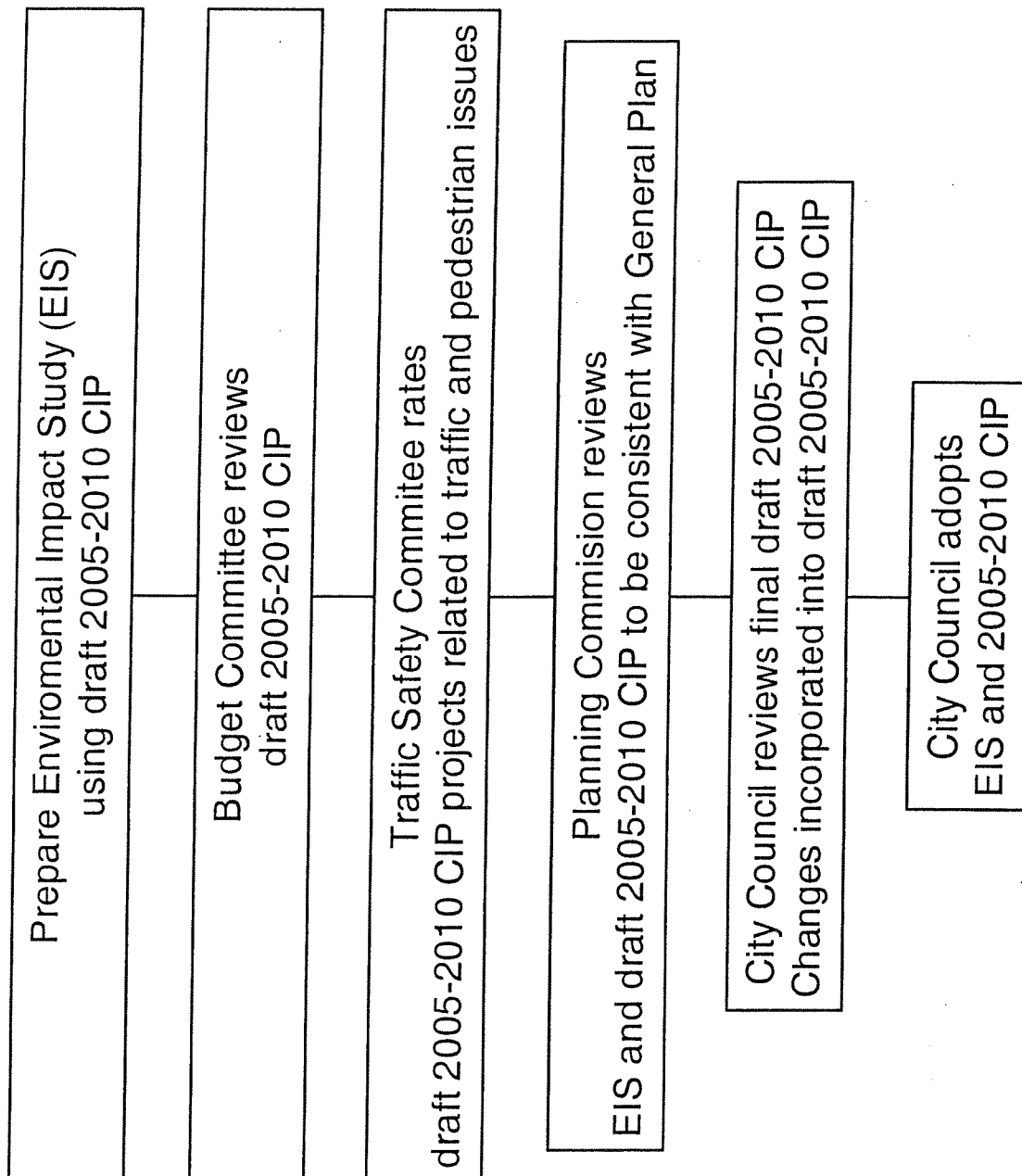
2005-2010 Capital Improvement Plan – Schedule

Phase One: Prepare Final Draft CIP



2005-2010 Capital Improvement Plan – Schedule

Phase Two: Adopt CIP



Capital Improvement Plan Project Benefit - Priority Rating

Priority Rating Maximum Points	Project Benefit	Description
30	Public Safety	Projects that ensure the public health and safety of all persons within the City of Pleasant Hill.
25	Preservation of Existing Infrastructure	Projects for the maintenance of public facilities that if performed will minimize the future maintenance and replacement cost (deterioration will affect the long term performance of the facility).
20	Infrastructure Enhancement	Projects that provide for new (20 pts), enhanced (15 pts) or upgraded (10 pts) improvements to infrastructure or capital assets.
25	Economic Benefit Development	Projects that provide infrastructure improvements that will encourage new development or economic investment.
10	Community Image	Projects that maintain or contribute significantly to the City of Pleasant Hill image and identity.

Note: The above are maximum point values, feel free to award at a lower point score as applicable.
If a project does not meet a specific criteria category - then rate as zero.

* Those in parenthesis are suggested only and may be modified as desired

TABLE AA



CITY COUNCIL STAFF REPORT

Meeting Date: June 7, 2004

City of Pleasant Hill

TO THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**SUBJECT: DISCUSSION REGARDING 2005-2010 CAPITAL IMPROVEMENT PLAN
AND BUDGET FOR THE FISCAL YEARS 2004/05 AND 2005/06**

SYNOPSIS

The Capital Improvement Plan (CIP) is a management and finance guide that identifies expenditure of public funds for major capital projects. The CIP includes an expenditure budget for the FY2005-2006, a forecast for FY2007-2010, and an unfunded project list. The Budget Committee (BC) and staff developed the proposed 2005-2010 CIP.

The basis of this proposed CIP was the adopted 2003-2008 CIP. Annual maintenance and major programs were rolled into the proposed CIP, including those projects currently underway, three projects were deferred and six rescheduled (moved to unfunded category) due to changing priorities and revenue forecasts. Four new projects were considered for inclusion in the proposed CIP.

The proposed CIP includes General Fund allocation of \$2,055,000 for the 2005-2006 Budget.

The purpose of this item is to discuss Council's BC and staff's recommendations for allocation of project funding in the 2005-2010 CIP.

DISCUSSION

Background

The CIP is a management and finance guide for the prioritization and implementation of capital projects, acquisition of equipment and installation of technology systems in the City. The CIP addresses three general areas of responsibility. First, the need to protect, provide safety and welfare to the community. Second, to maintain existing City facilities in a fiscally responsible manner. Third, there is a City responsibility to respond to and manage impacts associated with local and regional growth.

An updated CIP is a requirement of the Contra Costa Transportation Authority. This allows the City to receive on average \$495,000 per year of needed Measure "C" - return to source funds.

CIP Review Process

The Public Works Department updates the CIP every two years. The CIP process begins with the organization-wide request for potential capital projects. These projects are added to those

complied throughout the year. The list then goes through a step-by-step process. A number of workshops take place before the CIP is reviewed and adopted by City Council (see Exhibit "A"). All currently scheduled projects, newly proposed and currently unfunded projects were re-evaluated and re-prioritized within the constraints of available funds.

Budget Committee:

The City Council appoints the BC to work with staff on finance issues related to the preparation of the City's Budget and the CIP. The BC is responsible for identifying and selecting projects which best serve the interest of the City, and make funding recommendations to the Council. The BC consists of Councilmember David Durant and Councilmember Michael Harris. Supporting staff includes City Manager Michael Ramsey, Director of Finance Rich Ricci, Director of Public Works Leary Wong and Senior Civil Engineer Mario Moreno.

Three public workshop sessions were conducted with the BC on February 20th, April 9th and April 30th. The first workshop provided the BC with an overview of the CIP Draft list, revenue projections, proposed budget allocations for existing projects, new projects and General Fund contributions. Second and third workshops allowed the BC to make changes to the Draft CIP list. The following analysis will summarize the recommendations of the BC and staff.

Planning Commission (PC): The 2005-2010 CIP was reviewed by the PC on May 11, 2004. The PC approved a resolution finding that the projects identified in the 2005-2010 CIP are consistent with the City's General Plan. The PC also recommended that the City Council approve the Initial Study/Negative Declaration prepared for the CIP. Commissioner Lombardi requested that City Council consider the appropriation of funds to the Sidewalk Installation Program for the 2005-2006 budget (minutes of the meeting will not be available until May 20th).

Analysis

The CIP represents a strategy that employs the resources available to respond to some of our most pressing infrastructure needs. The proposed CIP is based upon the best fiscal information available at the time of its creation. The 2003-2008 CIP provided the basis for many of the projects included in the proposed 2005-2010 CIP. The proposed 2005-2010 CIP is divided into:

- ❑ **Two-year Budget:** FY2005 and FY2006 (main focus)
- ❑ **Four-year Forecast:** FY2007 through FY2010

Two-Year Budget: FY2005 and FY2006

Our two-year Budget consists of a rollover of scheduled projects from 2003-2008 CIP and new projects. The 2005-2010 CIP (see Table "A") programs approximately \$4.0 million for this two-year budget. The budget allocates \$2,875,000 (73%) to preserve our current infrastructure and provide enhanced infrastructure projects. A total of \$690,000 (17%) provides for Drainage Basin and Library studies. The remaining (10%) identifies Technology systems needs. Our proposed CIP represents our need to maintain the current infrastructure as a major priority and provide new facilities as funding permits.

2005-2010 CAPITAL IMPROVEMENT PLAN

June 7, 2004

Page 3

New Projects

Only four new projects were included in the proposed CIP. The top three projects are proposed for funding and one project is proposed as unfunded. Projects (N-1 and N-4) require the use of General Fund monies and Project (N-3) will be funded using other funding sources. Fund allocation is as follows:

N-1	Wireless Network for PD Vehicles	\$150,000	Technology
N-3	ADA Improvement Plan	\$100,000	Improvement
N-4	City Hall Lobby Modifications	\$ 10,000	Improvement
N-2	Morello Open Space Restoration	\$ 80,000	Unfunded

Funding Summary

The funding allocations for the scheduled and new projects for this budget are:

❑ 5 Maintenance Projects	\$ 615,000 (16 %)	(Pothole, Re-striping, Creek Maintenance, Storm Drain Maintenance and Sidewalk Repair Project)
❑ 3 Major Programs	\$ 1,850,000 (47 %)	(Street Resurfacing, Storm Drain Installation and Traffic Calming Program)
❑ 4 Improvement Projects	\$ 410,000 (10 %)	(W. Hookston Road, Golf Club Bridge-Water Line Relocation, ADA Improvements, City Hall Lobby Modifications)
❑ 3 Technology Projects	\$ 400,000 (10 %)	(Technology Master Plan, GIS Base Map Development, Wireless Network for PD)
❑ 3 Project Studies	\$ 690,000 (17 %)	(Drainage Basin Phase I & II and Library)
	\$ 3,965,000	

Street Resurfacing Program: With over 100 centerline miles of roads, our street system is one of our largest and most visible facilities. In order to maintain the system at our current rating of "good" our Pavement Condition Index (PCI) must remain above 60. As part of the proposed CIP budget, we are proposing that a minimum of \$850,000 annually be allocated (due to funding constraints). At this funding level, our PCI drops from 64 to 62 and the deferred maintenance increases from \$11,000,000 to \$12,350,000 at the end of FY2006. In order to maintain our current PCI at 64 and deferred maintenance level at \$11,000,000 we would need to invest \$1,400,000 annually. By not committing funding at this level, our deferred maintenance will continue to grow and the condition of our streets will further deteriorate over the long term (see Exhibit "B").

Four-Year Forecast: FY2007 through FY2010

The four-year forecast represents our best estimate of future infrastructure needs. The forecast identifies funding amounts for projects but no budget approval is required at this time. The CIP will be updated in two years (2006) and the review process will determine our new project needs, resources available and budget allocation at that time.

Our four-year forecast identifies projects as listed in the proposed CIP (Table "A"). The projects consist of ongoing maintenance projects, major programs (Street Resurfacing and Sidewalk Installation), two major construction projects: Buskirk Avenue Improvements and Golf Club Road Bridge Replacement. Technology improvements include the Finance and Human Resources software upgrades and other minor projects as listed in the proposed CIP.

Revenue Sources

There are 8 different sources that fund the CIP (see Table "B"). These funds have specific expenditure restrictions. The major funding sources are General Fund, Grants, Gas Tax and Measure "C". Other sources include: Traffic Mitigation and Bedroom Tax (contributions vary and rely on the collection of fees from residential and commercial development projects); NPDES (citywide assessment); and Redevelopment funds.

General Fund is used to offset revenue shortfalls and fund specific projects. General Fund contributions in our current 2003-2008 CIP are \$736,000 in FY2003 and \$828,000 in FY2004. The proposed General Fund contribution for this Budget is \$1,081,000 in FY2005 and \$974,000 in FY2006 (see Table "C").

Grants: Revenue from these sources allows staff to use our limited resources to fund other projects. Currently, the Golf Club Road Bridge Replacement Project (scheduled in FY 2006-2008) is grant funded. Staff is continuously seeking other grant funding opportunities; Table "D" (attached) identifies historic and continued staff efforts to secure grant funding. Recently staff was awarded \$42,570 in grant funds for three lighted crosswalks that will be installed this summer as part of the Traffic Calming Program.

Changes Made to 2003-2008 CIP

Ongoing Projects

Staff is currently working on a number of projects scheduled under the current budget for 2003-2008 CIP. These projects are under design or ready for construction (see Table "E"). Project budget was previously approved and no further action is necessary. The projects will be shown in the final CIP document to allow our Finance Department to rollover existing budget.

Delay Project Implementation

The BC deferred, reprogrammed and made funding cuts in order to balance the budget. These changes were from projects that were scheduled or forecasted for funding in the 2003-2008 CIP. The recommended changes are the following:

- | | |
|---|--|
| 1) Finance and Human Resources software | \$120,000 cut in FY04
\$120,000 in FY05 and FY06 are rescheduled to FY09 and FY10 |
| 2) Storm Drain Installation Program | \$200,000 cut in FY06 (\$100,000 scheduled) |
| 3) New Sidewalk Program | \$150,000 defer from FY06 to FY08 |

2005-2010 CAPITAL IMPROVEMENT PLAN

June 7, 2004

Page 5

Reschedule Projects as Unfunded

The BC rescheduled projects and reallocated funds in order to fund higher priority projects. A total of six scheduled and forecasted projects in the 2003-2008 CIP were reprogrammed from funded to unfunded (see Table "F"):

1)	Monument Blvd. Widening Study	\$ 25,000	FY04
2)	Taylor Blvd./Civic Drive Traffic Signal	\$175,000	FY05
3)	CCB/Concord Ave./ I680 Intersection Study	\$ 50,000	FY05
4)	Oak Park/Patterson Blvd. Improvement	\$500,000	FY06
5)	Re-landscape Medians along Contra Costa Blvd.	\$ 55,000	FY04
6)	Pleasant Hill Road Phase II	\$625,000	FY07

Rational for these proposed changes are as follows:

Projects No. 1 thru 4: These projects are deferrable and their funds (\$750,000) will be used to supplement the Buskirk Avenue Improvement Project. The Buskirk project is one of the highest priority city projects. It will provide needed roadway improvements and complement the Contra Costa Center development project as appropriate.

Project No. 5: Re-landscape medians at CCB is not recommended, until a fee increase is approved for Assessment District 20.

Project No. 6: Pleasant Hill Road Phase II is moved to unfunded due to lack of available funds.

A list of all unfunded projects, including the above, is attached (see Table "F"). The total estimated unfunded amount is \$121,000,000. The proposed 2005-2010 CIP only funds 10% of our total project funding needs.

CONCLUSION

The BC and staff believe that the attached 2005-2010 CIP identifies our most pressing infrastructure project needs and represents the best use of available funds to meet the community needs. With the limited resources that fund the CIP, the potential loss of \$500,000 in Measure "C" funds in FY2009, continued impacts from State budget crisis, and limited grant funding opportunities, the City Council will need to continue to allocate General Fund monies in order to maintain and continue to improve the City's infrastructure.

FISCAL IMPACT

2-Year Budget: 2005-2006

A total of \$3,965,000 are proposed expenditures during this period. Staff recommends allocating General Fund monies of \$1,081,000 in FY2005 and \$974,000 in FY2006 for a total of \$2,055,000 for this Budget. There is a total of \$44,000 in federally funded reimbursements. The final General Fund contribution, after grant reimbursements, is **\$2,011,000.**

4-Year Forecast: 2007-2010

A total of \$7,721,000 are forecasted expenditures during this period, and will require further approval from Council when the CIP is updated in 2006. There is a total of \$2,429,000 in federally funded projects. A total of 80% of these expenditures or \$1,943,200 will be requested for reimbursement from the State, once the projects are completed. The forecasted General Fund contribution, after grant reimbursements, is **\$1,833,000**.

PUBLIC CONTACT

Public contact was made through posting of the agenda on the City's official notice bulletin board, posting of the agenda on the City's web page, and availability of the agenda and staff report in the City Clerk's office, at the Central Library, and at the Pleasant Hill Police Department. A notice was published on May 12, 2004, in the Pleasant Hill Record. A-frames were placed at 4 key locations in the City.

ALTERNATIVES TO RECOMMENDED ACTION

Alternatives to the recommended include:

- 1) Reduce or increase General Fund contributions
- 2) Defer or re-schedule projects
- 3) Reduce or increase funding for specific projects

RECOMMENDED CITY COUNCIL ACTION

Approve the proposed 2005-2010 CIP as recommended by City Council Budget Committee and staff.

Prepared by: Mario Moreno
Senior Civil Engineer

Reviewed by: Leary B. Wong
Director of Public Works

Attachment:	Exhibit "A"	CIP Process - Phase One and Phase Two
	Table "A"	2005-2010 CIP
	Exhibit "B"	Deferred Maintenance and PCI by Annual Funding Level
	Table "B"	Projected Revenue Sources
	Table "C"	General Fund Contributions
	Table "D"	Grant Efforts to Date
	Table "E"	Projects Currently Underway
	Table "F"	Unfunded Projects



CITY COUNCIL STAFF REPORT

Meeting Date: June 21, 2004

City of Pleasant Hill

TO THE HONORABLE MAYOR AND CITY COUNCILMEMBERS

SUBJECT: APPROVE THE INITIAL STUDY/NEGATIVE DECLARATION FOR FISCAL YEAR 2005 – FISCAL YEAR 2010 CAPITAL IMPROVEMENT PLAN; APPROVE THE FISCAL YEAR 2005 –FISCAL YEAR 2010 CAPITAL IMPROVEMENT PLAN; AND AUTHORIZE EXPENDITURES FOR FISCAL YEARS 2004/05 AND FISCAL YEARS 2005/06

SYNOPSIS

The Budget Committee (BC) and staff developed the proposed fiscal year 2005 – fiscal year 2010 Capital Improvement Plan (CIP). The CIP is a management and finance guide for the design and construction of capital projects, acquisition of equipment and installation of technology systems in the City.

The CIP under consideration covers the fiscal budget years from July 1, 2004 through June 30, 2010. The CIP includes an expenditure budget for fiscal year 2005 and fiscal year 2006, a forecast for fiscal year 2007 through fiscal year 2010, and an unfunded project list. The new CIP updates the current fiscal year 2003 – fiscal year 2008 CIP.

The purpose of this item is to review the Initial Study/Negative Declaration prepared for the CIP, review the revisions made to the CIP on June 7th by the City Council, and approve the revised fiscal year 2005 through fiscal year 2010 Capital Improvement Plan.

DISCUSSION

Background

The Public Works Department updates the CIP every two years in order to identify the infrastructure needs, enhance public facilities and systems and establish project priorities in the City.

The City Council's Budget Committee (BC), consisting of Councilmember David Durant and Councilmember Michael Harris, worked with staff on finance issues related to the preparation of the City's Budget and the CIP during three public workshops. The BC main responsibility is to identify and select projects which best serve the interests of the City, and make funding recommendations to the Council. The proposed CIP budget was presented to City Council on June 7th for consideration.

The City Council during the June 7th meeting, reviewed the proposed CIP. The City Council approved the recommendations of staff and the City Council's Budget Committee with one

funding modification: the allocation of additional General Fund monies to the Sidewalk Installation Program for fiscal year 2005 (see revised CIP summary -Attachment A).

An Initial Study (Attachment B) was prepared for the fiscal year 2005 – fiscal year 2010 CIP, in accordance with the provisions of the California Environmental Quality Act and City policy, to determine whether the CIP would have a significant effect on the environment. The Study determined that the proposed CIP does not have a significant impact, and a Negative Declaration was prepared. On May 11, 2004, the Planning Commission approved a resolution (Attachment C) finding that the projects identified in the fiscal year 2005 - fiscal year 2010 CIP are consistent with the City's General Plan, and recommends that the City Council approve the Initial Study/Negative Declaration prepared for the CIP.

Analysis

Our revised two-year Budget apportions \$4.05 million for projects during the next two years. The budget allocates:

- | | |
|-------------|---|
| \$2,315,000 | <u>Maintenance Programs</u> : in order to preserve our current infrastructure (street resurfacing program, traffic re-striping, creek maintenance, sidewalk repair and storm drain maintenance programs). |
| \$ 237,000 | <u>Enhanced Infrastructure Programs</u> : include new storm drain, sidewalks and traffic calming facilities. |
| \$ 410,000 | <u>Special Improvement Projects</u> : W. Hookston Widening, Water Line Relocation at Golf Club Road Bridge, ADA Improvement Plan and the City Hall Lobby Modifications. |
| \$ 690,000 | <u>Studies</u> : Drainage Basin Phase I & II and the Library Phase II study. |
| \$ 400,000 | <u>Technology</u> : Include the GIS Base Map, Technology Master Plan, and the Wireless Network for Police Vehicles. |

Our proposed CIP represents our need to provide facilities for the safety and welfare of our community, maintain the current infrastructure and provide new facilities as funding levels permit.

Changes made to the CIP - as directed by City Council on June 7th

- 1) An additional \$87,000 of General Fund monies are programmed to the Sidewalk Installation Program for fiscal year 2005. These funds will be used to construct new sidewalks along 1636 to 1736 Ruth Drive (west side) and along Contra Costa Blvd. from Harriet to Ellinwood (west side). Staff will notify residents of proposed work and schedule the work for this calendar year.

- 2) Staff was also directed to review the City's budget next year, during the Finance Department's fiscal year 2005 biennial update, and report to City Council if an additional \$80,000 of General Fund monies could be programmed into the Sidewalk Installation Program for fiscal year 2006.
- 3) No changes were made or recommended to the proposed four-year forecast fiscal year 2007 through fiscal year 2010. The forecast identifies funding amounts for future infrastructure needs, but no budget approval is required at this time. The CIP will be updated in fiscal year 2006 and the review process will determine our new project needs, resources available and proposed budget allocation at that time.

*All final project funding allocations are identified in the
fiscal year 2005 – fiscal year 2010 CIP (see summary - Attachment A)*

CONCLUSION

The fiscal year 2005 – fiscal year 2010 CIP programs approximate \$12 million to construct and maintain public works facilities and install new technology information systems. The BC and staff believe that the attached fiscal year 2005 - fiscal year 2010 CIP identifies our most pressing infrastructure project needs and represents the best use of available funds to meet the community needs. This revenue estimate is generated from known fund balances, revenue forecasts, grant allocations and General Fund contributions. Some projects may require further environmental review to evaluate impacts of the specific project upon the neighborhoods. Each project is subject to further Council review to authorize the execution of contracts, and to design and build the projects.

FISCAL IMPACT

2-Year Budget: Fiscal Year 2005 – Fiscal Year 2006

A total of \$4,052,000 are proposed project expenditures during this period. Staff recommends allocating General Fund monies of \$1,168,000 in fiscal year 2005 and \$974,000 in fiscal year 2006 for a total of \$2,142,000 for this Budget. There is a total of \$44,000 in federally funded reimbursements. The final General Fund contribution, after grant reimbursements, is **\$2,098,000**.

4-Year Forecast: Fiscal Year 2007 – Fiscal Year 2010

A total of \$7,721,000 are forecasted expenditures during this period, and will require further approval from Council when the CIP is updated in fiscal year 2006. There is a total of \$2,429,000 in federally funded projects. A total of 80% of these expenditures or \$1,943,200 will be requested for reimbursement from the State, once the projects are completed. The forecasted General Fund contribution, after grant reimbursements, is **\$1,833,000**.

PUBLIC CONTACT

Public contact was made through posting of the agenda on the City's official notice bulletin board, posting of the agenda on the City's web page, and availability of the agenda and staff report in the City Clerk's office, at the Central Library, and at the Pleasant Hill Police Department.

ALTERNATIVES TO RECOMMENDED ACTION

None recommended.

RECOMMENDED CITY COUNCIL ACTION

Approve the Initial Study/Negative Declaration for the fiscal year 2005 – fiscal year 2010 CIP, approve the fiscal year 2005 – fiscal year 2010 Capital Improvement Plan as proposed, authorize the expenditure of funds for fiscal years 2004/05 and fiscal years 2005/06.

Prepared by: Mario Moreno
Senior Civil Engineer

Reviewed by: Leary B. Wong
Director of Public Works

Attachment: Fiscal Year 2005 – Fiscal Year 2010 CIP Document

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